



2010 Grant Application Package

Below is a brief review of the grant application process. Grant application deadlines are 5:00 PM every Thursday beginning May 20th. Please see the [**Grant Application Calendar**](#) available on our website.

Before applying for a Citizens' Election Program grant, the candidate committee must have filed [**SEEC Form 1 and 1A**](#), and, if applicable, any exploratory committee for the candidate must have terminated.

Additionally, the candidate must:

1. BECOME A PARTICIPATING CANDIDATE

The candidate committee should file the following at any time after filing a SEEC 1/1A but **no later than a week before** it intends to apply for a grant. Please follow links to the forms.

- [**SEEC FORM CEP 10**](#), Affidavit of Intent to Abide by Expenditure Limits and Other Citizens' Election Program Requirements. **(MUST BE NOTARIZED)**
- [**SEEC FORM CEP 12**](#), Electronic Funds Transfer Form. This form should be filed as soon as possible to allow the Commission to "test" the committee's bank account to ensure timely transmission of the grant when approved.

2. QUALIFY TO APPEAR ON THE BALLOT

To be eligible to receive public funds, the participating candidate must have already qualified to appear on the ballot for the primary (if applicable) or general election for which he or she seeks public funds. The candidate must submit to the Commission documentation demonstrating ballot qualification.

THE GRANT APPLICATION PACKAGE consists of:

- A. Completed, initialed and signed [**SEEC FORM CEP 15**](#), Citizens' Election Program Application For Public Grant Dollars. (Please follow link to the form).
- B. [**SEEC FORM 30**](#), Campaign Finance Disclosure Statement, "Initial Itemized Statement Accompanying Application for Public Grant". For eCRIS filers, this option will appear on the Non-Standard Report drop down menu as soon as a CEP FORM 10 is filed.

This itemized accounting on SEEC Form 30 must disclose all funds received, expenditures made, and expenses incurred, but not yet paid, beginning with the first day not included in the committee's last filed itemized statement, and ending as of three (3) days before the date of submission of the report. If desired, the treasurer may report all financial activity as of two (2) days or one (1) day before the date of submission, provided that the entire day's activities (until midnight) of the final or cut-off day are reported. The treasurer must report on SEEC Form 30 at the time of grant application every contribution the committee has received during the period covered by the report, even if the contribution has not yet been deposited. **However, the treasurer cannot include activity from the same day that the SEEC Form 30 is submitted.**



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- C. Copies of Qualifying Contribution Documentation not already submitted to the Commission with a prior campaign disclosure statement.
- D. A “buffer” check made out to the Citizens’ Election Fund (if applicable).
- Qualifying contributions raised above the required threshold are called “buffer” qualifying contributions. The Commission recommends raising such additional “buffer” contributions because these contributions are useful in the event that some of the candidate’s other contributions are deemed to be non-qualifying during the grant application review. Candidates are encouraged to accept buffers for both (1) the minimum number of “in-district” contributors or minimum amount of “in-state” contributors, and (2) the required aggregate monetary amount of qualifying contributions
 - The amount of any buffer qualifying contributions raised beyond the qualifying threshold must be transmitted to the Citizens’ Election Fund with the candidate’s Program grant application. **In other words, candidates are permitted to *raise, but not spend*, additional qualifying contributions in their candidate committees in order to facilitate the application process.**

***As always, please contact your assigned
Elections Officer with any questions.***